

RFP #2267 – Autism Study

Vendor Inquiries and Department of Human Services and Department of Labor Responses

1. Question:

Has the state established a budget for this project? If so, what is the budget range?

Answer:

Per section 7.0 Cost Proposal, the submitted proposal should include a budget proposal and cost rates as outlined in this section. The vendor shall submit the proposed budget based on the required elements outlined in the RFP.

2. Question:

Section 2.5 of the RFP states that “[t]he State will make payment for services upon satisfactory completion of the services. The State will not pay Contractor's expenses as a separate item. Payment will be made pursuant to itemized invoices submitted with a signed state voucher. Payment will be made consistent with SDCL ch. 5-26.” Does the state intend to issue a single payment to the contractor upon completion of all project related tasks or is the state willing to make payments monthly or by deliverable, rather than at the conclusion of all tasks?

Answer: The State will be flexible on payment for services based on the negotiated contract with the selected vendor.

3. Question:

How should the respondent include expenses in the cost-proposal? Should the respondent provide a cost proposal with loaded hourly rates inclusive of expenses? If so, should the respondent indicate the rate includes these expenses and provide expense details?

Answer:

Per section 7.0 Cost Proposal, the submitted proposal should include a budget proposal and cost rates as outlined in this section. This budget proposal should include all expenses and expense details should be provided.

4. Question:

Section 3.3 of the RFP states that “[t]he Contractor will conduct a study of services and insurance coverage for the treatment of autism spectrum disorder for children under the age of 19.” Is it correct that the study will include Medicaid coverage for the treatment of autism spectrum disorder as well as private insurance coverage?

Answer:

Yes, the study should include Medicaid coverage for the treatment of autism spectrum disorder as well as private insurance coverage.

5. Question

Section 3.3 of the RFP also states that “[t]he study shall include input from families, autism advocacy groups, legislators, state policy leaders, and other stakeholders.” Section 3.6 of the RFP states to “[d]escribe proposed methods of collecting public input from families, autism advocacy groups, legislators, state policy leaders, and other stakeholders (e.g. social media, surveys, public meetings).” What is the role of state staff in identifying stakeholders to engage in focus groups, surveys, interviews? Will state staff assist at all in organizing/hosting focus groups or public meetings?

Answer:

The vendor will be responsible for organizing and hosting any focus groups or public meetings that are part of the vendor’s proposal. State staff will help identify groups and individuals who have indicated an interest in the study but expect the vendor to conduct additional outreach and provide notice of opportunities to provide input into the study.

6. Question:

Who will incur the costs associated with collecting public input? Should the respondent include estimated costs for public media and public meetings in the cost proposal?

Answer:

The vendor will incur the costs associated with collecting public input and should include any related costs in the budget proposal outlined in section 7.0 Cost Proposal.

7. Question:

Will the state make public meeting space available?

Answer:

The State will work with the vendor on locating meeting space, but for purposes of the proposal the vendor should include the cost of meeting space in the budget proposal.

8. Question:

Section 4.4 of the RFP states to “[p]rovide the following information related to at least three previous and current service/contracts, performed by the offeror’s organization, which are similar to the requirements of this RFP. Provide this information for any service/contract that has been terminated, expired or not renewed in the past three years.” Please clarify if the three previous and current service/contracts refers to a total of three (previous or current) current service/contracts or a total of six (three previous and three current).

Answer:

The vendor should provide a total of three previous or current service/contracts.